

THE CITY OF TAYLORSVILLE
2600 West Taylorsville Boulevard (5320 South)
Taylorsville, UT 84118

Request for Proposals and
Request for Statement of Qualifications
General Plan Review Services due May 19, 2006, at 3:00 p.m.

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals and statement of qualifications (“*Proposals*” or “*Responses*”) from qualified (“*Proposers*” or “*Consultants*”) to provide general plan review services (the “*Services*”) to the City.

1.1. **Intent.** It is the intent of this Request for Proposals (this “*Request*”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Detailed Description of Services.** The City has prepared a City wide general plan that is in the process of being adopted. The City Council has requested that the general plan be reviewed by a Consultant and report the result of such review to the City Council. The City Council has budgeted \$5,000 for the Services. It is anticipated that review will include but is not limited to review for consistency, compliance with statutory requirements, compliance with modern theory and best practices.

3. **Proposal Requirements.** Three (3) copies of Responses are required to be submitted to Pat Quintana as listed below no later than 3:00 p.m. on May 19, 2006. Any response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Services should be included. The introductory letter should be addressed to:

Pat Quintana
City Administrator’s Office
TAYLORSVILLE CITY
2600 West Taylorsville Blvd.
Taylorsville, UT 84118

Include an e-mail address for the primary contact of the Consultant.

3.2. **Qualifications and Experience.** Describe, in sufficient detail, the qualifications and experience of the Consultant, including names of individuals proposed to

provide the Services and their capacity, special technical capabilities, and expertise. Identify similar services performed for other municipalities.

3.3 **References.** Include the name, address, and contact person of at least three governmental entities with which the Proposer has provided similar type Services. The City may contact such references.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Services.

5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by a Review Panel (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage is as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Qualifications and Experience	100%

6. **Selection.** Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to interview. Provided; however, Proposals may be accepted without discussion or interview. The above criteria will be used unless modified in the interview evaluation. A selection committee or individual(s) will be appointed by the City (referred to hereinafter as “*Review Panel*”). The Review Panel reserves the right to modify the interview criteria during the course of this process. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Review Panel, and such recommendations will be forwarded to the mayor. The mayor will make the final selection. The mayor may select one or more Proposers to provide the Services.

7. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer’s sole risk and expense. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than May 17, 2006, at 3:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City’s website at www.taylorsvilleut.gov (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed

in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Excess Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Consultant will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City attorneys' office are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the mayor and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For further information or for American with Disabilities Act (ADA) accommodation, contact John Inch Morgan, City Administrator (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84118.

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Exhibit “A”
[Guidelines]

Number Responses sequentially on the upper right hand corner of the cover.

Color is allowed.

8-1/2" x 11" page sizes.

One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).

Size 12 Font.

Bind RFP on left side.

Front and back cover pages are encouraged.

Generally, Responses must not exceed ten pages.